

## **Regional Interagency Coordinating Committee Minutes from 10-18-06**

1. Welcome/Any needed introductions:

Present: Sandy McMerty, Connie Schwartz and her student Brittany, Roxane Romanick, Anna Bergman, Richard Rask, Flo Grant, Jody Bettger-Huber, Dorothy Larson, Shonda Wild, Wendy Graff, Lorri Sandal, Carlotta McCleary

2. Review of Minutes/Member Updates

Shonda made a motion to approve the minutes from 6-21-06, seconded by Lorri Sandal.

### UPDATES

Carlotta - The Department of Human Services has applied for a Medicaid waiver. It is a competitive grant and there are 7-10 states that are approved to write this waiver. Families were included in writing of grant. This grant will target children ages 5-21 because there aren't residential placements for kids younger in North Dakota. Children would have to have global assessment function score of 50 or below and have to have mental health diagnosis. The waiver would be limited to serving 10 children to start with and then the department can budget to extend to more children later.

Lorri - DD has 2 new staff. One primarily works in Infant Development and one works with transition-aged children and assists with Infant Development. DD also has a Medicaid waiver for providing self directed supports starting January 1<sup>st</sup> for children 3 and over.

Shonda - This Saturday is the Infant Mental Health Conference at the Ramkota. Shonda will e-mail brochure to Lelord and she will forward it to RICC. Michelle Follan, an early interventionist, will be speaking from 9-3 from the Seeds Program in Minnesota. The cost is \$20.

Roxane - There were 340-350 people at the Buddy Walk at the end of September. The Crossroads Conference is being held Nov. 6, 7, 8. This conference is put on by disability services. It is open to RICC members and members can get their costs reimbursed. Dr. Fire is coming back from Grand Forks. Lelord will send information out to RICC. Cost is \$45, with a break on cost if you can only attend one day.

Roxane read a poem written by Richard Rask entitled "Reflections".

3. Membership Review

- Approval was asked from committee to approve Yvette Matthews on the RICC - she also serves on Policy Council and has experience with international adoptions. Her membership takes us to a 44% family, 56% professional composition. Motion to accept Yvette Matthews on RICC made by Carlotta McCleary and seconded by Connie Schwartz  
MOTION PASSED.
- Sandy McMerty and Kirsten McIntyre's terms expired one year ago - Kirsten had told Roxane she is interested in another term. Deb Tibor's term expires October, 2006 - she has had trouble getting to meetings because of her screening schedule for Morton-Sioux Special Education so we discussed asking her to potentially share a position with

another Morton-Sioux staff (preferably Arliss Koski, preschool coordinator). Motion for 3 names to remain on committee for another term made by Jody Bettger-Huber, seconded by Richard and Connie, MOTION PASSED

- Carol Olson had asked whether or not her she was coming in to fill in Kathy Perrin's term, which is from 11-04 through 11-07. Committee agreed to have her finish out Kathy's term and we will revisit it again in 2007.

4. Review Committee Operational Guidelines/Procedures re: Committee

The current operational structure only states that co-chairs will be elected to serve for one year and not how long someone can serve in a position. The discussion in front of the committee was whether to add term limits on chair positions so a person would serve no more than 2 consecutive years in 1 position (chair and vice chair). Sandy asked whether we want to propose term limits or allow the committee to manage this without a change to the operational structure? Connie asked whether we after have to follow the State ICC by-laws? Roxane said no. Sandy asked for any discussion. It was decided to leave it as stated and committee will revisit each year.

5. Selection of chairs

Sandy asked if there is a parent on the board that would like to step on and that she was willing to step down to allow someone else the opportunity. Roxane reported that she had spoke with Kirsten who said continuing in a chair position was optional to her. Jody asked if there always has to be three chairs. Sandy said it ended up doing 3 because of their schedules then Connie was brought in as a professional 2 years ago. Connie suggested keeping Sandy. Jody asked who was available as parents: Anna, Richard, and Flo were available parents that were present. Yvette, Kirsten, Vicki, and Cheree were parents available who were not present. Professionals available for nomination are the following: Connie, Shonda, and Carlotta all present at meeting - not present Marylyn, Lori Bergquist, Shelly, Carol, and Deb Tibor - Wendy nominated Anna Bergman, seconded by Jody, Dorothy made a motion to continue Connie and Sandy as additional chairs, seconded by Shonda - MOTION PASSED for 3 chairs.

6. Program Updates

**Right Track** - Jody provided an update. Renegotiations for Right Track budget ended with BECEP being able to provide an average of 162 visits a month which equates to about 1900 visits per year. Jody reported that the program has had a difficult time making the number of allowed visits as the program scaled down to 4 consultants from 14 after the budget reconfiguration. The program is maintaining 3 full time staff as well as the 4 consultants. Jody has sent an out e-mail to all consultants and the goal is to get caught up and make up visits by end of November. Current challenges:

1. The program continues to get 60-80 hospital referrals every month and it's difficult to get in to see all of them with the current configuration of staff.
2. It's difficult getting back into the homes since consultants left. Families are not returning calls of new staff assigned - had relationships with former consultants.
3. The program is having more difficulty providing coverage throughout the region. Sandy asked if uncompleted visits can be carried over from month to month. Jody said yes we can carry them over. Sandy asked if the letter the RICC sent to state about RT had any

impact? Jody said she was not sure what influenced their decision. Jody thinks there will be extra money at the end of the year, which means come April-May we have been able to submit a request for additional funds and we have always gotten additional funding in the past. Roxane added what is troubling is the community message that Right Track has lost their money and is no longer doing visits. Jody said all families that call will continue to get some type of service however it may be look different than it had before. Sandy noted that it's important to realize that the Right Track decreasing numbers will affect EI and in addition will affect ECSE.

**BECEP Early Intervention** - Given by Wendy Graff and Roxane Romanick. The current BECEP referral report reflects that there has been a decrease in the number of referrals in the 2<sup>nd</sup> and 3<sup>rd</sup> quarters of 2006. The number of new children found eligible has not exceeded the number of children exiting the program resulting in a drop in the number served overall. In addition, the budget for 2006-07 netted a decrease in the unit rate that BECEP receives to serve children. As a result, two BECEP staff were cut to 50% time effective Nov. 1. One of the most significant concern with this development is that the numbers would increase again and it's difficult to increase FTE's without guarantees to employees.

There continues to be a need more supervision at staff level and more involvement from a direct supervisor. Initial budget projections would have included funding to hire a 20-30% assistant coordinator. Initial budget requests included replacing a staff person that is now working full-time in special education as well as an additional position (with hopes of hiring an additional speech therapist. None of those needs were able to be fulfilled due to the budget that was issued from the state office. Presently we have a speech therapist spending 70% of her time doing consults that we do not get paid for so we have to make that up to pay for her time. We only get paid the same amount no matter how much we see a child. Roxane asked how many children were served last month? Wendy said Jane said 180.

All of Early Intervention participated in a transition guidelines training last Friday.

**Standing Rock Early Intervention** - Dorothy informed the committee that if someone is not enrolled in the tribe and they would like a comes up for Right Track screening, Standing Rock is unable to complete them as they are using BIA dollars to support their Right Track program. They have completed screenings at United Tribes and had lots of referrals. Wendy asked who would serve a child if the referral is from United Tribes. Dorothy reported that we would have to know whether they live on or off campus. She noted that they have had a significant amount of technical assistance from Carol Johnson and that this has been a big help to getting their Infant Development program off the group at Standing Rock. They continue to wait for computers to input their ASSIST documents.

Sandy suggested to the committee that in lieu of the Early Intervention and Right Track reports that it is critical for this committee to be watchful for the next 3 months of how the changes will affect the Early Intervention program and that there may be a need to voice concern.

#### 7. Family-centered Services:

- ECO Survey - we have not done a family service survey since last October,
- Review of Action Step progress

#1 no changes or comments  
#2 no changes or comments - extend timeline.  
#3a no changes or comments - extend timeline  
#3b no changes or comments - extend timeline  
#3c no changes or comments - extend timeline  
#4 no changes or comments - in the process - extend timeline  
#5 did not do this year - continue and set date out farther - Sandy suggested November 2007  
#6 brochure was done - continues to be critically important, change to *,in light of new federal guidelines and funding issues*  
#7 no changes or comments - extend timeline  
Sandy asked the committee if they were okay with changing the timelines to 2006-2007, group consensus.

Change of DDCM/IPC notification - Roxane asked how often do we get families that are requesting changing? Wendy reported that maybe 1 family every year. Sandy informed the group that this came about because as a parent you might not know you can change case managers and you're certainly not going to ask your case manager. Roxane said this is just a draft. Jody asked when will parents be given it? Roxane said that the option to change is presented quarterly but that there hasn't been a written procedural document that has gone along with the notification. Sandy asked the committee if they were okay with the draft, committee okayed

Roxane talked about Indicator #4 on the State Performance Plan. Regional report card will come out March 2007, whatever data we have will get recorded publicly.

#### 8. Agenda for next meeting

- transition
- update on status of families who are needing in home support and respite care - we have several families who are new who need family support but we're out of money
- update on referrals
- next meeting November 15<sup>th</sup> same time maybe at West Central again Lorri will check on the use of the WCHSC room.